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The OPR for this supplement is 45 CS/SCXPC (Ms. Shelia A. Foreman) This supplement implements and extends the guidance of AFSPC Supplement 1 to Air Force Instruction (AFI) 33-111, *Telephone System Management*. The AFI is published word-for-word without editorial review. 45th Space Wing (45SW) supplemental material is indicated in bold face. This supplement describes 45 SW's procedures for use in conjunction with the basic AFI. This supplement covers the procedures and standards that govern management of telephone service and equipment on Patrick AFB, Cape Canaveral AFS and off-base sites and applies to all units assigned to the 45 SW, tenants, and all other organizations receiving telephone systems support from 45 SW assets. Upon receipt of this integrated supplement, discard the Air Force basic publication.

SUMMARY OF REVISIONS

The basic publication was rewritten 1 June 2001. This supplement was revised to match the new numbering scheme of the basic and to supplement new procedures added to the basic and MAJCOM supplement. Clarifies and/or modifies wording in paragraphs throughout the document. Changes authority to sign AF Form 649 (paragraph **5.6.1.**); delegates authority to approve calling cards (paragraph **8.1.1.**); and changes unofficial call administrative costs from a per call to a per month charge (paragraph **12.5.1.**). A bar (|) indicates a revision from the previous edition.

4.2. (45SW Added) Emergency incoming collect calls may be accepted. The party accepting a collect call must immediately inform the unit TCO and supervisor that a call has been received (See paragraph **11.2.1.1.**). Reimbursement will be made to the government for charges associated with personal calls. Collect calls will not be accepted if there is a less costly means of conveying the message.

5.6.1. (45SW Added) The unit commander must sign AF Form 649, **Verification of Long Distance Telephone Calls**, for any charges incurred using FTS for urgent emergency personal calls. Unauthorized personal calls will be subject to actions outlined in paragraph **12.5.1.**

5.6.2. (45SW Added) All toll calls identified on a billing statement and deemed as unofficial must be noted on AF Form 649 by the TCO. The individual who placed the call must reimburse the government.

8.1.1. (45SW Added) The Base CSO is delegated authority to approve calling cards.

11.2.1.1. (45SW Added) Upon acceptance of incoming collect calls, TCO must provide details of the calls on a DD Form 649 to the CSO.

11.2.2.1. (45SW Added) Ensures *only* authorized telephone maintenance personnel are making changes, modifications, or relocations of government assets. Report unauthorized telephone work to CSO.

12.4.1. (45SW Added) Group PINS are issued to the unit TCO. The TCO is responsible for further dissemination of the group PIN to authorized individual users within their organization.

12.5.1. (45SW Added) The minimum charge for communications unit administrative costs incurred will be \$20.00 per month in which an unauthorized call is placed.

25. (45SW Added) Cordless phones, wireless headsets and microphones, or any other radio-controlled device *must be* coordinated with the Frequency Management office for a frequency assignment before being authorized to operate equipment.

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